



AROWS-R Military Personnel Appropriation Guide

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3.4 Military Personnel Appropriation (MPA)

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Address: https://arowsr.afrc.af.mil/arows-r/os_new.do

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New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION**
- SCHOOL
- SCHOOL UPT/UNT
- TDY

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3.4.1 MPA Order Sub Type:

Those completing a request to support an active duty mission must select **Military Personnel Appropriation** as the type of tour and unless you are directly supporting a contingency select “Military Personnel Appropriation (MPA) non-contingency” (the second of the two options (otherwise if supporting a contingency select, “Contingency” under the Order Sub Type).

AROWS-R - New Application :: - Internet Explorer Provided by Cox High Speed Internet

Address: https://arowsr.afrc.af.mil/arows-r/os_new.do

Air Force Reserve Order Writing System [AROWS-R]

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New Application

Enter SSN:

Are you creating an order published outside of AROWS-R for the purpose of modifying or amending the order? ☐ Yes ☒ No

Select Order Type: MILITARY PERSONNEL APPROPRIATION

Select Order Sub Type:

- CONTINGENCY
- MILITARY PERSONNEL APPROPRIATION (NON-CONTINGENCY)**

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AROWS-R - Personnel Info - Microsoft Internet Explorer

Address: https://arowsr.afpc.af.mil/arows-r/os_edit_request.do

Inbox >> Application Detail

Personnel Info

[Track This Application](#) |
 [View Application Details](#) |
 [Print Draft/Official Order](#)

Tracking #	Name	Start Date: 2008/02/15
Order Type: MPA	SSN	Report Date: 2008/02/15 07:30
Status: INITIAL	Grade: E7	End Date: 2008/08/15
		Total Days: 121

Step 1 of 8: Personnel and Contact Information Section: 1. Personnel Info

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Contact Information

Contact Email:

Contact Phone:

Home Address and Delivery Address Information

If you live at an apartment, the apartment number must be in the Street Address!
Your address should not be a Post Office (P.O.) box if you intend for it to be a delivery address.

Home Address on File:

* Is this order in support of an official contingency? ☐ Yes ☒ No

Does Member wish to supply a new departure address and phone number? ☐ Yes ☒ No

Does Member wish to supply an alternate delivery address and phone number for paper airline tickets? ☐ Yes ☒ No

Other Information

[View all of the Military Member's Personnel Information](#)

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3.4.2 Step 1 (Personal and Contact Information):

Verify data in Home Address on File and answer the questions on the page. If the address listed is different than that listed in MilPDS, in addition to providing a different address, you will need to update your vMPF record to reflect the appropriate change. If the answer to the official contingency question is "Yes", then you cannot provide a new departure address and phone number. vMPF will need to be updated prior to AROWS-R request.

Note: MPA tours require members approaching Sanctuary Zone (at least 16 years TAFMS) to complete a Sanctuary Statement of Understanding and receive approval from RMG/CC before starting tour. Verify your personal data record at: <https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/ConfirmInfo.asp>

AROWS-R - Duty Purpose - Microsoft Internet Explorer

Address: https://arowsr.af.mil/arows-r/os_edit_request.do

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Inbox >> Application Detail

Duty Purpose

Track This Application | View Application Details | Print Draft/Official Order

Tracking #: [] Name: [] Start Date: 2008/02/16
Order Type: MPA SSN: [] Report Date: 2008/02/16 06:00
Status: INITIAL Grade: E7 End Date: 2008/03/24
Total Days: 37

Step 2 of 8: Duty Purpose Information Section: 2: Duty Purpose

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

* Training Category | Lookup AIR COMBAT COMMAND

Conversion Information

Conversion Status Member will perform IDT at home station, resides outside commuting area, and requires lodging

* Conversion to IDT Date(s) 2008/02/04 - 2008/02/15
(Multiple dates can be entered)

* Conversion Travel Date(s) 2008/02/04
(Multiple dates can be entered)

Point of Contact Information

Point of Contact DAVID DIAZ
Phone 716-553-1418
Email EXCITE628@AOL.COM

* Duty Phone(PDS) 702-652-3114
* Reserve Pay Office(RPO) NIAGARA 914 AW

IMA's Supervisor Information

IMA's Supervisor Email Address []

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3.4.3 Step 2 (Duty Purpose Information):

Complete page as required. AROWS-R will not let you select next or go to the next step without completing these items.

- If performing IDTs in conjunction with tour or converting to another duty status, must complete "Conversion Status" block
- Select one of five options
 - Individual will convert status in conjunction with this tour.
 - Individual will convert from one duty status to another while in place.
 - Member will perform IDT before this tour (Away from Home Station).
 - Member will perform IDT after this tour (Away from Home Station).
 - Member will perform IDT at home station, resides outside commuting area and requires lodging.
- Complete "Conversion to IDT Date(s)" by either inputting date or dates manually or clicking on Pop-Up calendar located to the right of the block
- Complete "Conversion Travel Date(s)" by either inputting date or dates manually or clicking on Pop-Up calendar located to the right of the block

AROWS-R - MPA :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://arowsr.afrc.af.mil/arows-r/os_edit_request.do Go Links

MPA

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking # <input type="text"/>	Name: <input type="text"/>	Start Date: 2005/10/23
Order Type: MPA	SSN: <input type="text"/>	Report Date: 2005/11/05 07:30
Status: INITIAL	Grade: O5	End Date: 2005/11/10
		Total Days: 19

Step 3 of 8: MPA Section:

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Aviation Service Code: Not Set

CMAS Authorization #:

* Reserve Active Duty Reason:

* Executive Order:

Man-Day ID Code:

* Mean Code:

* Mobilization Indicator:

Alert Order Number:

Alert Order Date:

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3.4.4 Step 3 (MPA)

Reserve Active Duty Reason: (Select the appropriate reason for the tour):

- Reserve Active Duty Reason: Select appropriate reason for the tour
- Executive Order (EO) select appropriate EO supported (i.e. 89999M – MANDAYS (ALL OTHERS), OPERATION IRAQI FREEDOM, etc.)
- Mean Code – Enter “0” if not available, otherwise obtain from CMAS allocation message (actual Mean Code will be entered by AROWS-R Orders Specialist)
- Mobilization Indicator - Select “1 - INITIAL MOBILIZATION CREATED” (Does not mean you are being activated; used by MilPDS for tracking purposes).

AROWS-R - Duty Locations - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

☐ VOCO Order

* Travel Start Date: 2005/10/23

* Initial Report Date/Time: 2005/11/05 07:30

* End Date for this Location: 2005/11/10

Duty Location | [Lookup](#): DF1CFDYC [Get Address](#) [Get Home Station](#)

* Unit Name, FAS, Motel/Hotel Etc.: 355 LOGISTICS READINES SQ

* Address Line 1 | [Lookup](#): 5165 E KACHINA ST

Address Line 2:

* Country: United States

* City: DAVIS-MONTHAN AFB

* State/Province: Arizona

Zip Code: 857074520

PERSTEMPO Information | [Select](#)

* Counted towards Burdensome High Deployment Pay?: NO

* PERSTEMPO Location Code: ARIZONA

* PERSTEMPO Purpose: H

Code Definition: Mission Support (within 100 miles) (No pay)

Duty Status: 73

Pay Code Definition: TDY - Other CONUS to CONUS

* Is this the Primary Perstempo Code? ☒ Yes ☐ No

Per Diem & Travel Information

* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates: to

HOME: KEIZER, OR

Depart on: 2005/10/23

1. DAVIS-MONTHAN AFB, AZ [Edit](#)

[Travel by](#): Airline [Edit](#)

Start Date: 2005/10/23

Duty Thru: 2005/11/10

[Per Diem](#): DAVIS-MONTHAN AFB, ARIZONA [Edit](#)

HOME: KEIZER, OR

[Travel by](#): Airline [Edit](#)

Arrive on: 2005/11/10

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3.4.5 Step 4 (Duty Locations and Travel):

Complete page Duty Location as follows.

- If order is a VOCO, check "VOCO Order". VOCO means start dates has already passed. If order is VOCO, you must provide justification in a later step.
- Complete Travel Start Date block – either by typing date (YYYY/MM/DD format) or using pop-up calendar located to the right of the block. If outside duty location's commuting area, then Travel Start Date is day prior to Initial Report Date.
- Complete Initial Report Date – either by typing date (YYYY/MM/DD format) or using pop-up calendar located to the right of the block.
- Complete End Date for this Location – either by typing date (YYYY/MM/DD format) or using calendar located to the right of the block.
- Complete Duty Location – If reporting to unit of assignment, then click on "Get Home Station" and fields will automatically populate. If reporting to a location other than unit of assignment and you know the unit's PASCODE, click on "Lookup" and select the PASCODE you are going to. If you do not know the PASCODE, you must enter all the data manually.

AROWS-R - Duty Locations - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

☐ VOOCO Order

* Travel Start Date: 2005/10/23

* Initial Report Date/Time: 2005/11/05 07:30

* End Date for this Location: 2005/11/10

Duty Location | [Lookup](#): DF1CFDYC [Get Address](#) [Get Home Station](#)

* Unit Name, FAS, Motel/Hotel Etc.: 355 LOGISTICS READINES SQ

* Address Line 1 | [Lookup](#): 5165 E KACHINA ST

Address Line 2:

* Country: United States

* City: DAVIS-MONTHAN AFB

* State/Province: Arizona

Zip Code: 857074520

PERSTEMPO Information | [Select](#)

* Counted towards Burdensome High Deployment Pay? NO

* PERSTEMPO Location Code: ARIZONA

* PERSTEMPO Purpose: H

Code Definition: Mission Support (within 100 miles) (No pay)

Duty Status: 73

Pay Code Definition: TDY - Other CONUS to CONUS

* Is this the Primary Perstempo Code? ☒ Yes ☐ No

Per Diem & Travel Information

* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates: to

HOME: KEIZER, OR

Depart on: 2005/10/23

1. DAVIS-MONTHAN AFB, AZ [Edit](#)

Travel by	Airline	Edit
Start Date	2005/10/23	
Duty Thru	2005/11/10	
Per Diem	DAVIS-MONTHAN AFB, ARIZONA	Edit

HOME: KEIZER, OR

Travel by	Airline	Edit
Arrive on	2005/11/10	

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3.4.5.1 Step 4 (Duty Locations and Travel PersTempo, (Travel & Per Diem))

Answer PERSTEMPO and Per Diem & Travel Information Questions

- The questions under PERSTEMPO Information are not required to be answered by the IMA.
- Answer "Yes" or "No" to "within corporate limits question." Corporate limits usually means you live on the base you are assigned to.
- Answer "Yes" or "No" to "within commuting distance question." Each base has an established commuting area, normally 50 mile radius. This means you live within that commuting area. Billeting is authorized if outside commuting area. If uncertain, contact RPO or your active duty base finance office
- Answer "Yes" or "No" to "commute vice staying in billeting question." If answer is "Yes" then you are electing to return to your residence each night and not stay in lodging.
- Field Conditions blocks are normally left blank.
- Select "Fill out Travel to this Location"

AROWS-R - Travel :: Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

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Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #	Name:	Start Date: 2006/02/13
Order Type: MPA	SSN:	Report Date: 2006/02/13 07:30
Status: INITIAL	Grade: E4	End Date: 2006/04/09
		Total Days: 66

Step 4 of 8: Duty Locations and Travel Section: 4. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation: Personal Automobile - Adv to Govt

Personal Vehicles

Miles / Cost: 4 / \$1.78

Travel Justification:

At this point, you can:

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

HOME: TUCSON, AZ	
Depart on	2006/02/13
1. TUCSON, AZ	
Travel by	None
Start Date	2006/02/13
Duty Thru	2006/04/09
Per Diem	Not Set
HOME: TUCSON, AZ	
Travel by	None
Arrive on	2006/04/09

Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

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3.4.5.1.1 POV Example (Advantageous to Government)

Example of traveling by personal automobile - more advantageous to the government.

AROWS-R - Travel :: Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

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Travel

Track This Application | View Application Details | Print Draft/Official Order

Tracking #	Name:	Start Date: 2006/02/13
Order Type: MPA	SSN:	Report Date: 2006/02/13 07:30
Status: INITIAL	Grade: E4	End Date: 2006/04/09
		Total Days: 56

Step 4 of 8: Duty Locations and Travel Section: 4. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation: Personal Automobile - Not Adv to Govt

Personal Vehicles

Miles / Cost: 4 / \$1.78
Rated Cost: \$1.78

At this point, you can:

- Fill out Per Diem at this Location
- Add Another Location
- Edit Location Information
- Fill out Travel for the last leg

HOME: TUCSON, AZ	
Depart on	2006/02/13
1. TUCSON, AZ	
Travel by	None
Start Date	2006/02/13
Duty Thru	2006/04/09
Per Diem	Not Set
HOME: TUCSON, AZ	
Travel by	None
Arrive on	2006/04/09

Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

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https://arowsr.afrc.af.mil/arows-r/os_edit_request.do#

3.4.5.1.2 POV Example (Not Advantageous to Government)

Example of traveling by personal automobile - not more advantageous to the government.

AROWS-R - Travel - Internet Explorer Provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Google Search 19 blocked Check AutoLink AutoFill Options Norton AntiVirus

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Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #: <input type="text"/>	Name: <input type="text"/>	Start Date: 2005/10/23
Order Type: MPA	SSN: <input type="text"/>	Report Date: 2005/11/05 07:30
Status: INITIAL	Grade: O5	End Date: 2005/11/10
		Total Days: 19

Step 4 of 8: Duty Locations and Travel Section: 4. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation	Commercial Airline
* Departure Airport	TUS Tucson AZ USA
* Arrival Airport	PDX Portland OR USA
Award YCA Fare	124.00

HOME: KEIZER, OR

Depart on	2005/10/23
1. DAVIS-MONTHAN AFB, AZ	Edit
Travel by	Airline
Start Date	2005/10/23
Duty Thru	2005/11/10
Per Diem	DAVIS-MONTHAN AFB, ARIZONA

HOME: KEIZER, OR

Travel by	Airline	Edit
Arrive on	2005/11/10	

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Trusted sites

3.4.5.1.3 Commercial Air Example

Example of traveling by commercial airline.

Step 4 of 8: Duty Locations and Travel

Section: 4. Duty Locations

Per Diem Location
 * Per Diem Location | [Lookup](#)
 DAVIS-MONTHAN AFB/ARIZONA
 03/01-09/30
 Max Lodging: \$75
 Max Meals: \$46
 10/01-02/28
 Max Lodging: \$88
 Max Meals: \$46

Rental Car Information
 * Is a rental car required? ☐ Yes ☒ No

Quarters and Messing
 * Quarters: Available
 Quarters are available, but reservations may or may not have been made. If the member stays out in commercial lodging, a non-availability statement will be required with the travel claim.
 * Messing: All Government Meals Are Available And Directed

At this point, you can
[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

Navigation: Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

Summary Table:

HOME: KEIZER, OR	
Depart on	2005/10/23
1. DAVIS-MONTHAN AFB, AZ	
Travel by	Airline
Start Date	2005/10/23
Duty Thru	2005/11/10
Per Diem	DAVIS-MONTHAN AFB, ARIZONA
HOME: KEIZER, OR	
Travel by	Airline
Arrive on	2005/11/10

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3.4.5.2 Step 4 (Duty Locations and Travel (Per Diem Information))

Complete Per Diem Location and Rental Car Information

- Click on "Lookup" located to the right of Per Diem Location
- You will be prompted to select the state of your duty location – drop down menu lists states alphabetically. Select the state.
- You will then be prompted to select the Locality City/County – drop down menu contains alphabetical list. Select the base or city.
- Click on "Select" then information is populated in Per Diem Location
- Answer rental car question. If answer is "YES", complete rental car justification (Attachment 1).

3.4.5.2.1 Rental Car Information

AROWS-R does not require a justification for a rental car if selecting a "Compact" car. However, per AFI 65-109, you must complete a Rental Car Justification (See Attachment 1) to provide a cost analysis against other forms of transportation and to confirm the mission need of the rental car.

AROWS-R - Per Diem - Internet Explorer Provided by Cox High Speed Internet

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Step 4 of 8: Duty Locations and Travel Section: 4. Duty Locations

Help is available by clicking on the field labels. Fields marked with a red asterisk (*) are required.

Per Diem Location

* Per Diem Location | [Lookup](#)

DAVIS-MONTHAN AFB/ARIZONA
03/01-09/30
Max Lodging: \$75
Max Meals: \$46

10/01-02/28
Max Lodging: \$88
Max Meals: \$46

Rental Car Information

* Is a rental car required? ☐ Yes ☒ No

Quarters and Messing

* Quarters Available
Quarters are available, but reservations may or may not have been made. If the member stays out in commercial lodging, a non-availability statement will be required with the travel claim.

* Messing All Government Meals Are Available And Directed

At this point, you can [Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

HOME: KEIZER, OR
Depart on 2005/10/23

1. DAVIS-MONTHAN AFB, AZ	Edit
Travel by	Airline
Start Date	2005/10/23
Duty Thru	2005/11/10
Per Diem	DAVIS-MONTHAN AFB, ARIZONA
HOME: KEIZER, OR	
Travel by	Airline
Arrive on	2005/11/10

Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

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3.4.5.3 Step 4 (Duty Locations and Travel (Quarters and Messing))

Complete Quarters and Messing Information

- Select "Available" in the Quarters block. Government quarters should always be "available" unless your duty location does not have a base lodging facility. If you billeted off base, you must obtain a non-availability letter from the base lodging office in order to be reimbursed.
- Select appropriate Messing Statement.
 - If billeted on base and dining facility is available, select "All Government Meals are Available and Directed".
 - If billeted off base, select "Partial Meals are Available and Directed".
 - If duty location does not have a government dining facility, select "Government Meals not Available or Directed".
- Select "Fill out Travel for the last leg".

Verify availability for Lodging and check Per Diem Rates at:
<https://secureapp2.hqda.pentagon.mil/perdiem/>

AROWS-R - Travel :: Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

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Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #	Name:	Start Date: 2006/02/13
Order Type: MPA	SSN:	Report Date: 2006/02/13 07:30
Status: INITIAL	Grade: E4	End Date: 2006/04/09
		Total Days: 66

Step 4 of 8: Duty Locations and Travel Section: 4: Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation: Personal Automobile - Adv to Govt

Personal Vehicles

Miles / Cost: 4 / \$1.78

Travel Justification:

HOME: TUCSON, AZ	
Depart on	2006/02/13
1. TUCSON, AZ	
Travel by	Personal Vehicle Edit
Start Date	2006/02/13 Edit
Duty Thru	2006/04/09 Edit
Per Diem	DAVIS-MONTHAN AFB, ARIZONA Edit
HOME: TUCSON, AZ	
Travel by	None Edit
Arrive on	2006/04/09

Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

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3.4.5.4 Step 4 (Duty Locations and Travel (Return to HOR))

Complete Return Travel Options

- Select mode of travel for return to residence, by clicking on drop down menu.
- The most commonly used modes are: "Commercial Airline", "Private Automobile – Adv to Govt", and "Personal Automobile – Not Adv to Govt".
- If traveling by POV and it is more cost effective to drive to duty location, select "Private Automobile – Adv to Govt". You will need to provide justification for this mode of travel.
- If traveling by POV and it is not more cost effective to drive to duty location, then select "Private Automobile – Not Adv to Govt". You will only be paid the amount authorized for an airline ticket.
- If traveling by commercial airline, you will be prompted for departure and arrival airports.
- Click on "Next" button.

AROWS-R - Tour - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Please Select A Menu: Home | Switch Profile | Change Password | My Account | Help | Logout

[Inbox](#) > > Application Detail

Tour

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #	Name	Start Date: 2006/02/13
Order Type: MPA	SSN	Report Date: 2006/02/13 07:30
Status: INITIAL	Grade: E4	End Date: 2006/04/09
		Total Days: 56

Step 5 of 8: Tour Section: 5. Tour

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

GTCC Information | [Select](#)

* Does the Member have a Government Travel Charge Card (GTCC)? NO

* Description: IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.

* Type of Account: NOT APPLICABLE

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

3.4.6 Step 5 (Tour)

Complete GTCC (Government Travel Charge Card) Information

- Click on "Select" option to the right of GTCC Information
- A sub menu for GTCC date will appear.

Government Travel Charge Card

☒ Member does not have a government travel charge card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
<input type="radio"/>	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
<input type="radio"/>	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
<input type="radio"/>	EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

Type of Account:

[Select](#) [Close](#)

3.4.6.1 Step 5 (Tour (Member Does Not Have A GTCC))

Complete GTCC (Government Travel Charge Card) Information

- AROWS-R assumes you do not have a GTCC. If this is correct, you must indicate reason from Description.
- Another drop down menu will appear to indicate What Type of Account – automatically is Individually Billed Account
- Click on “Select”.
- You will be brought back to the Complete GTCC Information page.

Government Travel Charge Card

☐ Member does not have a government travel charge card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	NO ADVANCE AUTHORIZED
<input type="radio"/>	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
<input type="radio"/>	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
<input type="radio"/>	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account:

[Select](#) [Close](#)

3.4.6.2 Step 5 (Tour (Member Does Have A GTCC))

Complete GTCC (Government Travel Charge Card) Information Continued

- If you have a GTCC, uncheck the “Member does not have a government travel card” statement and indicate the appropriate Description option.
 - If residence is within commuting distance, select “No Statement Needed (No Per Diem or PCS Tour)”.
 - If residence is within corporate limits, select “In Corporate City Limits Member Does Not Rate Travel Advance”.
 - If residence is outside commuting distance, normally select “No Advance Authorized”.
- Another drop down menu will appear to indicate What Type of Account – automatically is Individually Billed Account
- Click on “Select”

AROWS-R - Tour :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address https://arowsr.afrc.af.mil/arows-r/member_edit_request.do Go Links

Type of Request:

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Has in and around mileage been authorized? Yes ☐ No ☒

Has mixed mode of travel been authorized? Yes ☐ No ☒

Has limited long distance phone calls home been authorized? Yes ☐ No ☒

Will the Member be performing duty in a combat zone? Yes ☐ No ☒

Is the Member requesting 150% AEA? Yes ☐ No ☒

Is the Member requesting 300% AEA? Yes ☐ No ☒

Customer Identification Code:

Is the Member taking leave in Conjunction? Yes ☐ No ☒

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

Total Cost

Registration Information

Is there a Registration Fee? Yes ☐ No ☒

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

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3.4.6.3 Step 5 (Tour (Special Authorizations))

- Questions automatically indicated as “No”. You only need to change to “Yes” if applicable to tour.
- CIC Code is required for overseas travel. Enter “00000000”. Orders specialist will input correct data.
- Click on “Next” button.

REMEMBER: PERIODICALLY SAVE YOUR DATA BY CLICKING THE SAVE BUTTON AT THE BOTTOM OF THE SCREENS.

3.4.7 Step 6 (Paragraphs)

Identify the appropriate paragraphs that apply to this tour.

- Select first “Add Paragraphs” link
- A submenu will appear for you to select applicable paragraphs.
- If mode of transportation is “commercial air”, select paragraph numbered 1086.
- If outside commuting area, select paragraphs numbered “1090” and “1104”.
- Other paragraphs depend upon the duty location, length of tour, and type of tour.
- After indicating applicable paragraphs, click on “Select” at bottom of submenu.
- You will be brought back to the Paragraphs page.

3.4.7.1 Step 6 (Paragraph Submenu (Top-half))

AROWS-R - Select Paragraphs :: - Microsoft Internet Explorer

Select Paragraphs

<input type="checkbox"/> 1083	ELIGIBLE FAMILY MEMBERS OF RESERVE COMPONENT MEMBERS WHOSE ORDERS SPECIFY A PERIOD OF ACTIVE DUTY OF 31 DAYS OR MORE ARE ELIGIBLE FOR ENROLLMENT IN TRICARE. ENSURE DEPENDENTS ARE ENROLLED IN DEERS TO ESTABLISH ELIGIBILITY FOR MEDICAL BENEFITS COMPLETE INFORMATION IS AVAILABLE AT WWW.TRICARE.OSD.MIL .
<input type="checkbox"/> 1084	FLY-IT-YOURSELF AIRCRAFT IS AUTHORIZED AS MORE ADVANTAGEOUS TO THE GOVT. CONTACT YOUR TMO WHO IS REQUIRED TO ARRANGE FOR THE HIRE OF FLY-IT-YOURSELF AIRCRAFT.
<input type="checkbox"/> 1085	USE OF AERO CLUB AIRCRAFT IS AUTHORIZED.
<input type="checkbox"/> 1086	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS SPACE OR A SCHEDULED CONTRACT FLIGHT IS NOT AVAILABLE IN TIME TO ACCOMPLISH THE PURPOSE OF TRAVEL, OR USE OF CONTRACT SERVICES WOULD REQUIRE THE TRAVELER TO INCUR UNNECESSARY OVERNIGHT LODGING COSTS THAT WOULD INCREASE THE TOTAL COST OF THE TRIP.
<input type="checkbox"/> 1087	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS THE CONTRACTOR CARRIER'S FLIGHT SCHEDULE IS INCONSISTENT WITH EXPLICIT POLICIES OF INDIVIDUAL FEDERAL DEPARTMENTS AND AGENCIES TO SCHEDULE TRAVEL DURING NORMAL WORKING HOURS. (JFTR C1058)
<input type="checkbox"/> 1088	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS A NON-CONTRACT (DOD APPROVED) CARRIER OFFERS A LOWER FARE AVAILABLE TO THE GENERAL PUBLIC, THE USE OF WHICH RESULTS IN A LOWER TOTAL TRIP COST TO THE GOVT, TO INCLUDE THE COMBINED COSTS OF TRANSPORTATION, LODGING, MEALS AND RELATED EXPENSES.
<input type="checkbox"/> 1089	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS RAIL SERVICE IS AVAILABLE AND THAT SERVICE IS COST EFFECTIVE AND CONSISTENT WITH MISSION REQUIREMENTS.
<input type="checkbox"/> 1090	PER DIEM IS BASED ON THE AVAILABILITY OF GOVT QUARTERS AND MESS. FOR TRAVEL TO MILITARY INSTALLATIONS, ADVANCE LODGING RESERVATIONS ARE MANDATORY TO MAXIMIZE THE USE OF GOVT QUARTERS AND FOR MORE EFFICIENT USE OF PER DIEM. CONTACT THE TDY LOCATION'S LODGING OPERATION IMMEDIATELY TO MAKE RESERVATIONS. IF ON-BASE LODGING IS NOT AVAILABLE, THE LODGING OFFICE WILL MAKE RESERVATIONS IN CONTRACT QUARTERS OR PROVIDE NONAVAILABILITY INFORMATION.
<input type="checkbox"/> 1091	LA PERSONA A QUIEN ESTA ORDER PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISSION OFICIAL VESTIDO DE CIVIL O MILITAR.
	IN ACCORDANCE WITH PARA 5(A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE

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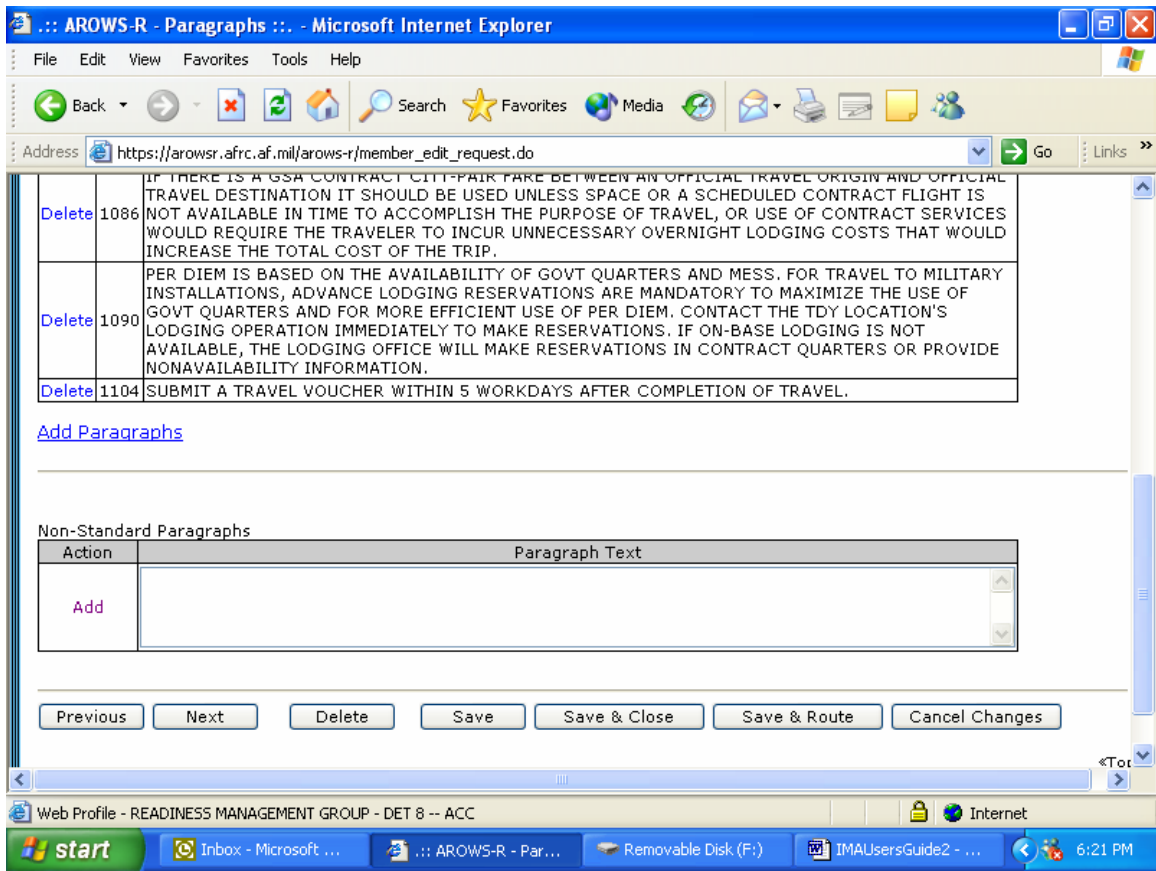
3.4.7.2 Step 6 (Paragraph Submenu (Bottom-half))

AROWS-R - Select Paragraphs :: - Microsoft Internet Explorer

	AVAILABLE TO THE GENERAL PUBLIC, THE USE OF WHICH RESULTS IN A LOWER TOTAL TRIP COST TO THE GOVT, TO INCLUDE THE COMBINED COSTS OF TRANSPORTATION, LODGING, MEALS AND RELATED EXPENSES.
<input type="checkbox"/> 1089	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS RAIL SERVICE IS AVAILABLE AND THAT SERVICE IS COST EFFECTIVE AND CONSISTENT WITH MISSION REQUIREMENTS.
<input type="checkbox"/> 1090	PER DIEM IS BASED ON THE AVAILABILITY OF GOVT QUARTERS AND MESS. FOR TRAVEL TO MILITARY INSTALLATIONS, ADVANCE LODGING RESERVATIONS ARE MANDATORY TO MAXIMIZE THE USE OF GOVT QUARTERS AND FOR MORE EFFICIENT USE OF PER DIEM. CONTACT THE TDY LOCATION'S LODGING OPERATION IMMEDIATELY TO MAKE RESERVATIONS. IF ON-BASE LODGING IS NOT AVAILABLE, THE LODGING OFFICE WILL MAKE RESERVATIONS IN CONTRACT QUARTERS OR PROVIDE NONAVAILABILITY INFORMATION.
<input type="checkbox"/> 1091	LA PERSONA A QUIEN ESTA ORDER PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISSION OFICIAL VESTIDO DE CIVIL O MILITAR.
<input type="checkbox"/> 1092	IN ACCORDANCE WITH PARA 5(A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE PANAMA CANAL TREATY OF 1977, THE ABOVE NAMED INDIVIDUAL, MEMBER OF THE FORCES, IS EXEMPT FROM CUSTOMS INSPECTION UPON ENTERING OR DEPARTING FOR THE REPUBLIC OF PANAMA WHEN TRAVELING ON OFFICIAL ORDERS.
<input type="checkbox"/> 1093	DE CONFORMIDAD CON EL PARRAFO 5(A) DEL ARTICULO XVII DE; ACUERDO PARA LA EJECUCION DEL ARTICULO IV DEL TRATADO DEL CANAL DE PANAMA DE 1977, EL INDIVIDUO CUYO NONBRES(S) APARACE ARRIBA, MIEMBRO DE LAS FUERZAS, ESTA EXTENTO DE LA INSPECCION DE ADUANA AL ENTRAR OR SALIR DE LA REPUBLICA DE PANAMA CUANDO VIAJA BAJO ORDENES OFICIALES.
<input type="checkbox"/> 1094	ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS.
<input type="checkbox"/> 1095	WILL PROCEED AS MANY TIMES AS NECESSARY TO HOME.
<input type="checkbox"/> 1104	SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.
<input type="checkbox"/> 1105	MEMBER WILL INCUR A RESERVE SERVICE COMMITMENT (RSC) ASSOCIATED WITH THIS ORDER PER AFRCI 36-2102, TABLE 1.1 OR 1.2.
<input type="checkbox"/> 1013	MEMBER PERFORMING AN ACTIVE DUTY TOUR IN A NON-PAY MILITARY STATUS. PAY AND ALLOWANCES ARE NOT AUTHORIZED; PER DIEM AND TRAVEL MAY BE AUTHORIZED.

[Select](#) [Close](#)

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3.4.7.3 Step 6 (Paragraphs (Completed))

- If there are "Non-Standard Paragraphs", click "Next" to continue to Step 6, Justification.
- If there are "Non-Standard Paragraphs", you will have to manually type in the data.

AROWS-R - Justification :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://arowsr.afrc.af.mil/arows-r/os_edit_request.do Go Links >>

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking # <input type="text"/>	Name <input type="text"/>	Start Date: 2006/02/13
Order Type: MPA	SSN <input type="text"/>	Report Date: 2006/02/13 07:30
Status: INITIAL	Grade: E4	End Date: 2006/04/09
		Total Days: 56

Step 7 of 8: Justification Section: **7. Justification**

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

General Comments/Justifications	PHA 15 May 05, Dental 10 Aug 05
Justification for Hard Holds	
Justification for Waivers	

[Back to Back Orders](#)

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3.4.8 Step 7 (Justification)

- Indicate last RCPHA and Dental Date
- Mandatory comments also required if Hard Hold condition is identified, VOCO order, or "Yes" answered to any question in Tour (dual lodging, phone calls, etc)
- Select "Next" at bottom of screen to proceed to Step 7, Funding Information

AROWS-R - Funding - Microsoft Internet Explorer

Address: https://arowsr.afrc.af.mil/arows-r/os_edit_request.do

Total Days: 19

Step 8 of 8: Funding Information Section: 8. Funding Information

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

[View Order Cost](#)

Pay & Allowance

Action	FY	Fund Citation
Edit	2006	5763500 326 511 525725 30111C

Total Travel Cost

Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
Edit	248.00	0.00	0.00	540.00	243.70	40.00	1,071.70

Charge Air Cost to the Miscellaneous? ☒ No ☐ Yes

Travel & Per Diem

Action	FY	Other Funding	Fund Citation
Edit	2006	<input checked="" type="checkbox"/>	Fund cite needed

Previous Disapprove Save Save & Close Save & Route Cancel Changes

Version: 1.0 Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

3.4.9 Step 8 (Funding Information (Pay & Allowances))

- Click on "Edit" under Action column of Pay & Allowances
- Appropriation Lookup submenu will appear
- Select appropriate fund cite based upon Funding Description
 - If wrong fund cite is selected, Orders Specialist will correct
- Fund cite will populate in Pay & Allowances and return you to Funding Information screen

AROWS-R - Funding :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://arowsr.afrc.af.mil/arows-r/member_edit_request.do Go Links >>

[View Order Cost](#)

Pay & Allowance			
Action	FY	Fund Citation	
Edit	200		

Total Travel Cost							
Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
Edit	0.00	72.54	0.00	360.00	79.00	0.00	511.54

Travel & Per Diem			
Action	FY	Other Funding	Fund Citation
Edit	2006	<input type="checkbox"/>	None Selected

[Previous](#)
[Delete](#)
[Save](#)
[Save & Close](#)
[Save & Route](#)
[Cancel Changes](#)

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

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3.4.9.1 Step 8 (Funding Information (Travel & Per Diem))

- Click on "Edit" under Action column of Travel & Per Diem
- Appropriation Lookup submenu will appear
- Select appropriate fund cite based upon Funding Description
 - If wrong fund cite is selected, Orders Specialist will correct
- Fund cite will populate in Travel & Per Diem and return you to Funding Information screen

AROWS-R - Funding :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://arowsr.afrc.af.mil/arows-r/member_edit_request.do Go Links >>

Pay & Allowance			
Action	FY	Fund Citation	
Edit	200		

Total Travel Cost							
Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
Edit	0.00	72.54	0.00	360.00	79.00	0.00	511.54

Travel & Per Diem			
Action	FY	Other Funding	Fund Citation
Edit	2006	<input type="checkbox"/>	

[Previous](#)
[Delete](#)
[Save](#)
[Save & Close](#)
[Save & Route](#)
[Cancel Changes](#)

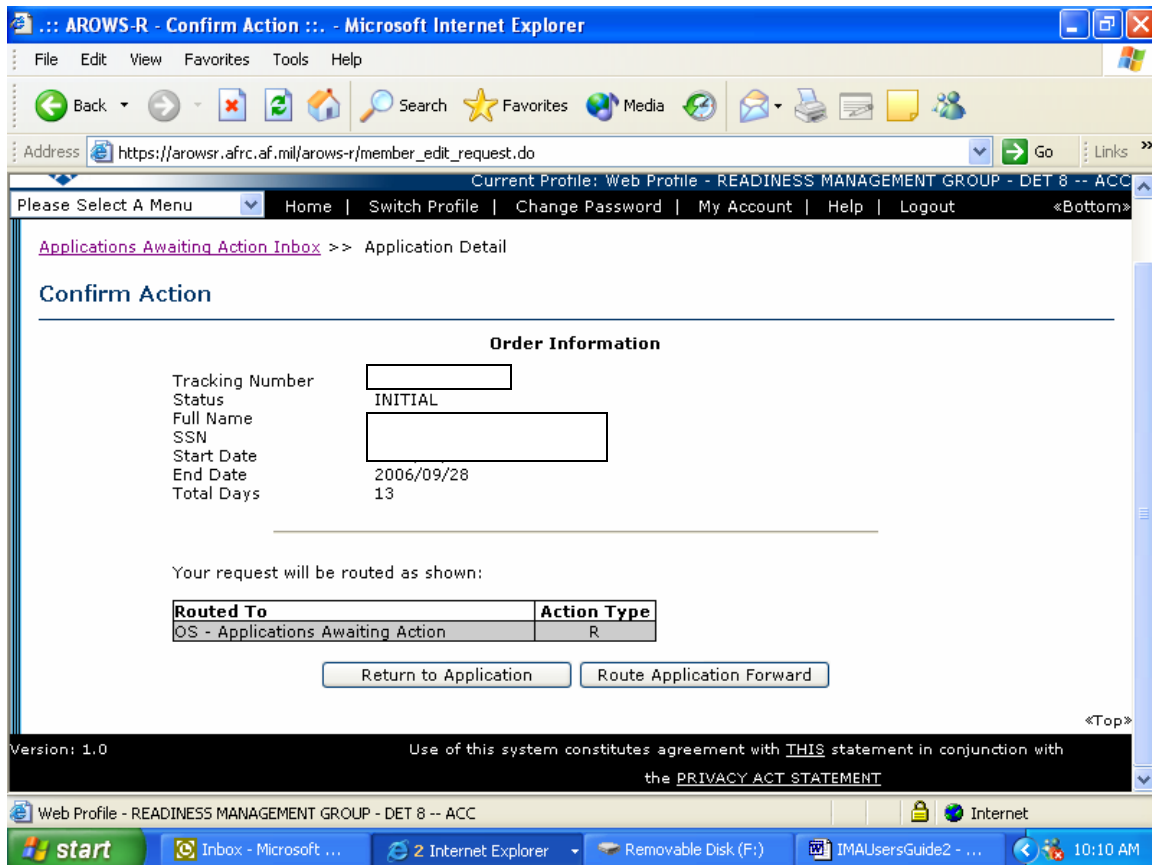
Version: 1.0 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

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3.4.10 Save & Route Orders

- You have now completed an Annual Tour orders request and must route request forward
- Select "Save & Route" and follow screen instructions on next page
- If any there is any missing data, you will receive a warning message detailing what to correct. Once corrected, you can "Save & Route". If you cannot correct an error message, contact the Help Desk (phone numbers provided in the Contacts Section).
- If you select "Save & Close", your orders request will not be forwarded for approval



3.4.10.1 Route Application Forward

- After selecting "Save & Route" this is the next screen you will see
- Select "Route Application Forward" which will route your request

NOTE: If you select "Return to Application" your orders will not be forwarded and no action will be taken on your request. Request will remain in your "Orders Awaiting Action" box until you select "Route Application Forward".